

# PROCUREMENT PROCESS OVERVIEW

LMS-CP-4501  
Revision: E-1

Objectives:  
-to procure supplies and services  
-to comply with statutes, regulations and policies  
-to present a guideline for conducting required procurement activities

Approval original signed on file 7/3/08  
Associate Director Date

## General Information

Official government records are generated and maintained in accordance with supporting procedures of this process.

### Note 1

The requisitioner must have a Purchase Card and the vendor must accept Government Purchase Cards. See LMS-CP-4540 for items restricted from purchase with the Purchase Card.

### Note 2

Market research is performed to determine if a commercial item or a commercial item that can be modified to meet the Government's needs may be purchased. Commercial items shall be purchased when available.

### Note 3

Contract supporting documentation such as Statements of Work and Specification documents must, to the maximum extent practicable:

- Describe the work in terms of "what" is to be the required output rather than either "how" the work is to be accomplished or the number of hours to be provided;
- Enable assessment of work performance against measurable performance standards;
- Rely on the use of measurable performance standards and financial incentives in a competitive environment to encourage competitors to develop and institute innovative and cost-effective methods of performing the work.

Brand name product descriptions must be accompanied by salient features for each item against which equal products may be evaluated.

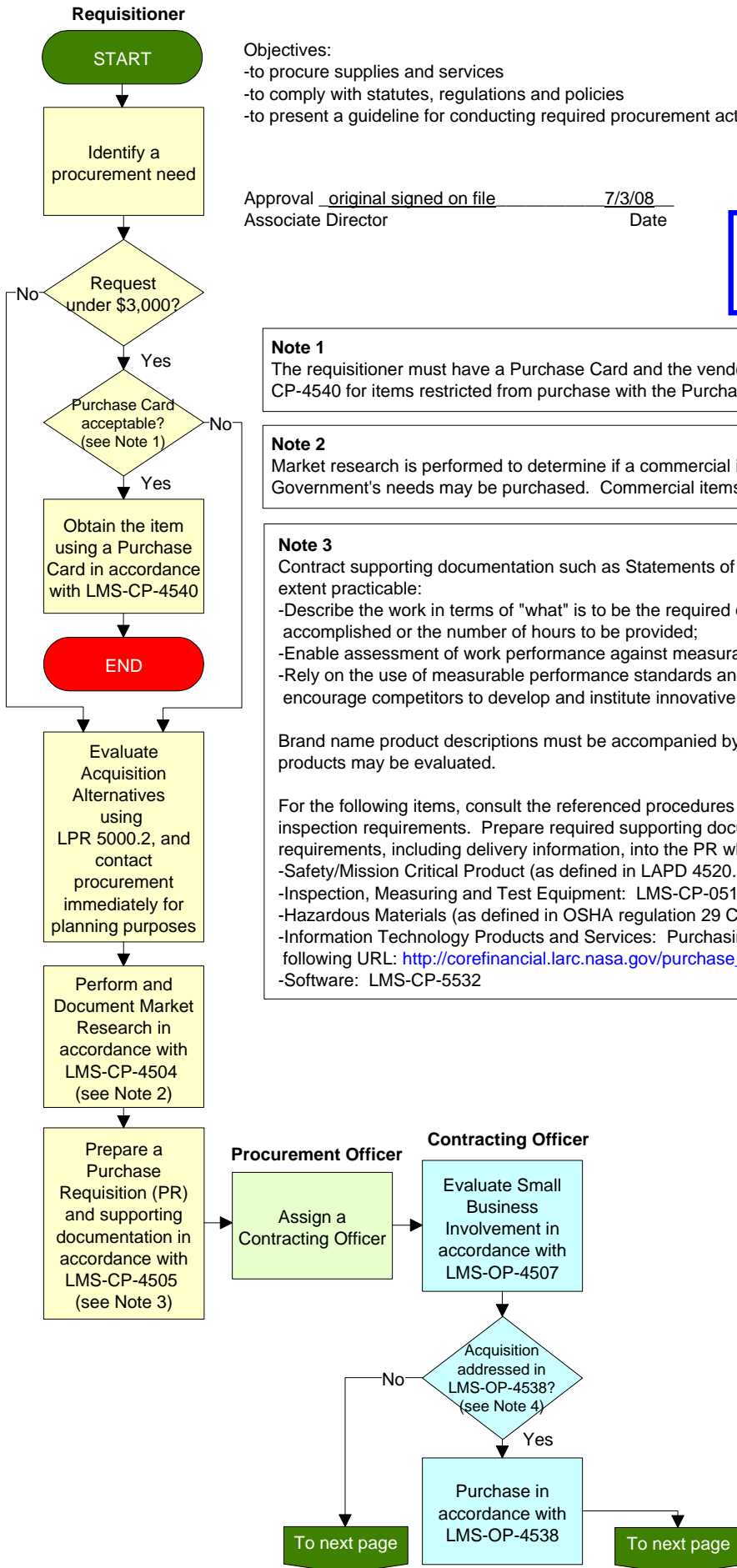
For the following items, consult the referenced procedures to review supporting documents as well as receipt and inspection requirements. Prepare required supporting documents and incorporate receipt and inspection requirements, including delivery information, into the PR where appropriate:

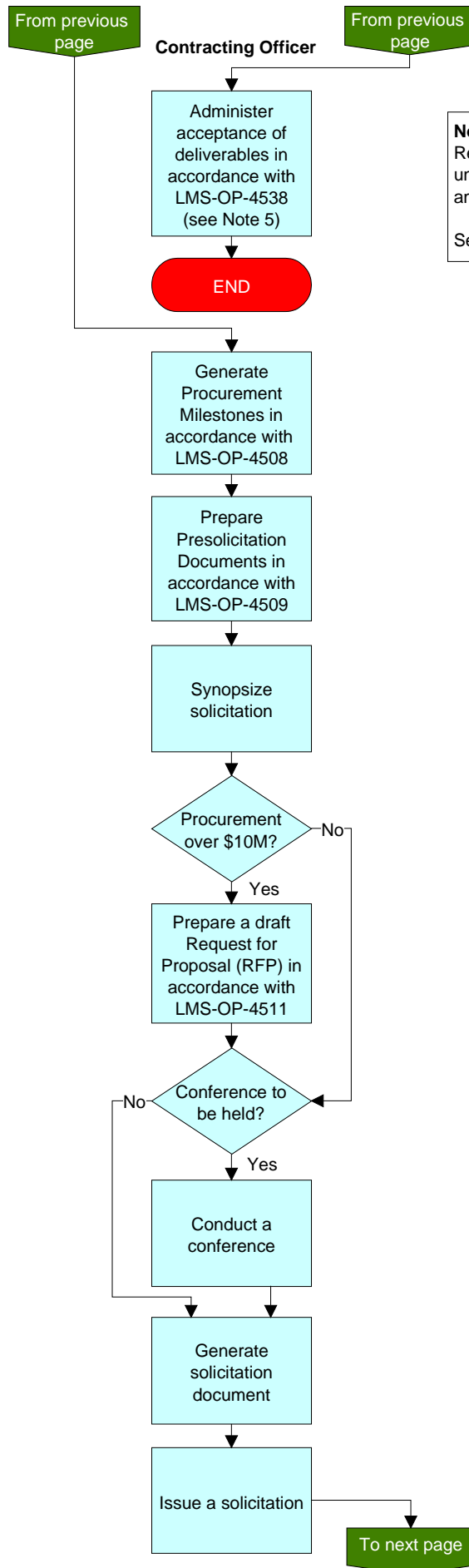
- Safety/Mission Critical Product (as defined in LAPD 4520.1): LMS-CP-4758
- Inspection, Measuring and Test Equipment: LMS-CP-0510
- Hazardous Materials (as defined in OSHA regulation 29 CFR, Part 1910): LMS-CP-4759
- Information Technology Products and Services: Purchasing Guide for Information Technology (available at the following URL: [http://corefinancial.larc.nasa.gov/purchase\\_requisitions.cfm](http://corefinancial.larc.nasa.gov/purchase_requisitions.cfm))
- Software: LMS-CP-5532

### Note 4

The following types of acquisitions are addressed in LMS-OP-4538:

- Simplified acquisitions (supplies and services \$100K or under)
- Acquisitions from other Government agencies
- Orders under General Services Administration (GSA) Federal Supply Schedules (FSS)

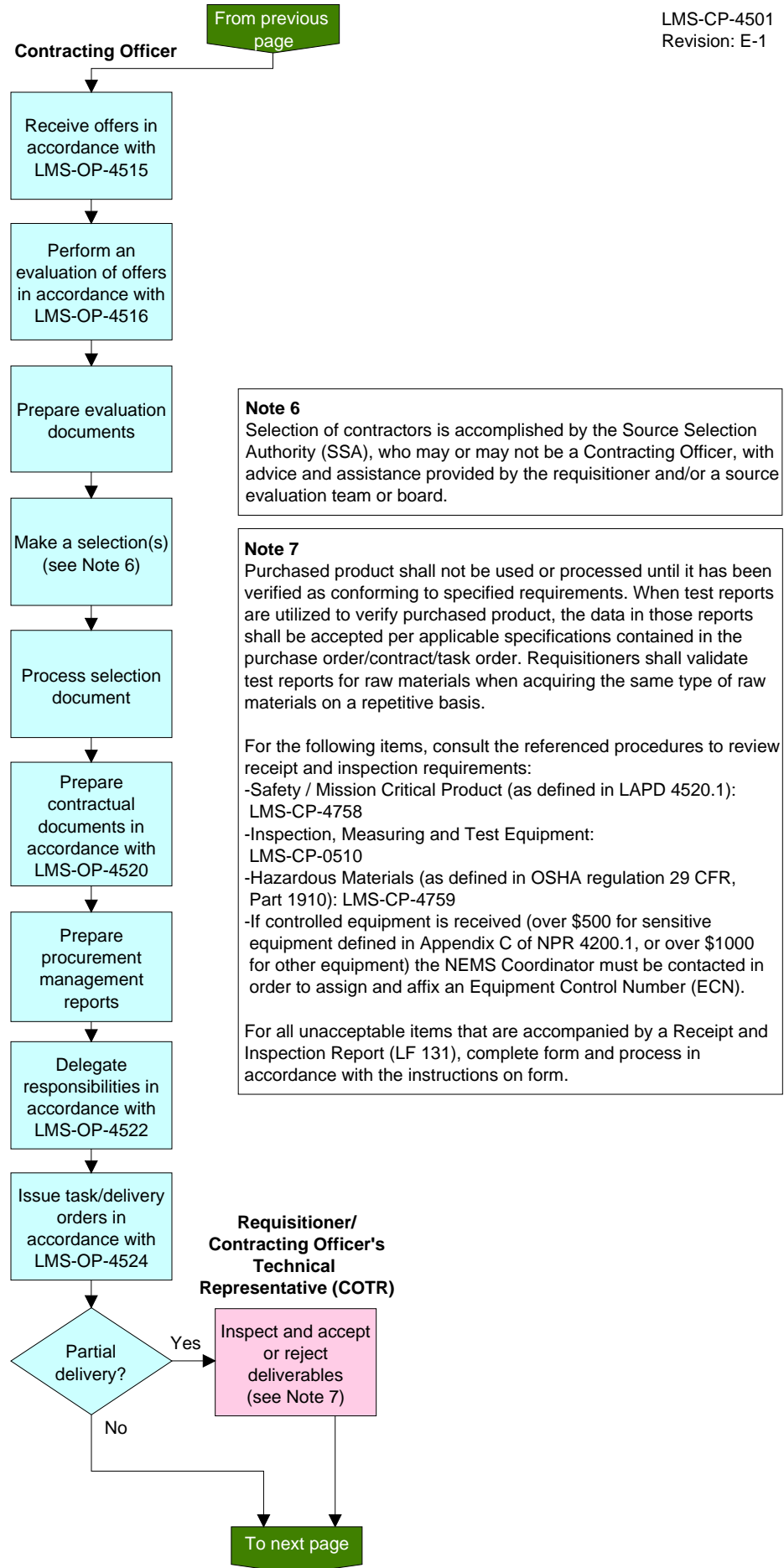


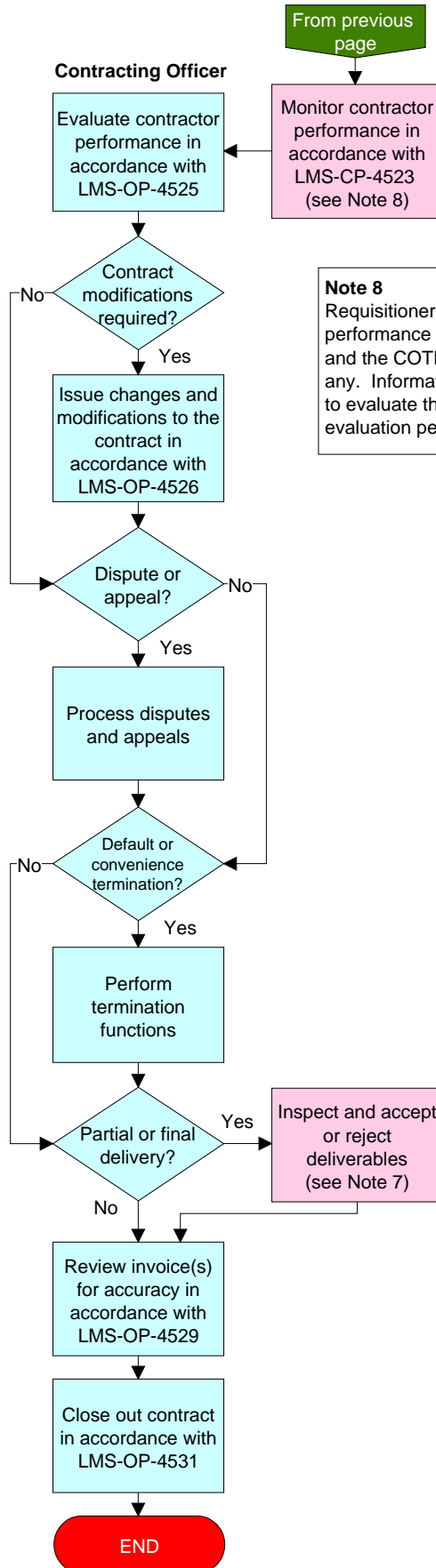


**Note 5**

Requisitioners must notify the Office of Procurement of unacceptable supplies or services within a reasonable amount of time from receipt; normally within 10 days.

See Note 7 for receipt inspection requirements.





**Note 8**

Requisitioners/COTRs are responsible for monitoring contractor performance in accordance with the contract terms and conditions and the COTR delegation and/or surveillance plan, if any. Information collected during performance monitoring is used to evaluate the contractor's performance at the end of each evaluation period and/or the end of the contract.